

FGDC COORDINATION GROUP CHARTER

(Recommended DRAFT January 12, 2016)

PURPOSE

This Charter establishes the Federal Geographic Data Committee (FGDC) Coordination Group. The FGDC Coordination Group is charged with the identification, prioritization, implementation, coordination, and oversight of strategies and tasks required to support the National Spatial Data Infrastructure (NSDI) and coordinate Federal geospatial programs to that end. The Coordination Group is accountable to, and provides recommendations to, the FGDC Steering Committee and its Executive Committee. These are the policy-level interagency authorities responsible for providing leadership and direction in implementing the NSDI and the development and use of geospatial data and information across Federal geospatial programs along with public and private sector partners/stakeholders.

AUTHORITIES

The Coordination Group is chartered by the FGDC Steering Committee, which is granted authority through Office of Management and Budget (OMB) Circular A-16, Executive Order 12906, and the E-Government Act of 2002.

COORDINATION GROUP OBJECTIVES

- Advance inter- and intra-governmental coordination to ensure implementation of the NSDI by formalizing and promoting use of standards, geospatial portfolio management practices, and guidance to enhance Federal enterprise management of National Geospatial Data Assets (NGDAs).
- Formulate consensus-based strategies for development and management of the A-16 portfolio and other components of the NSDI, recommend corresponding policies and actions to the FGDC Steering Committee, and establish corresponding priorities and actions for the FGDC Secretariat, FGDC

Subcommittees and Working Groups, and other FGDC interagency activities in tandem with /using input from executive champions and theme managers.

- Recommend establishment of Subcommittees and Working Groups to support the development and use of geospatial data and information across Federal geospatial programs, in conjunction with public and private sector partners/stakeholders. Annually review and recommend Subcommittee and Working Group work plans to the FGDC Steering Committee for approval. Review progress of Subcommittees and Working Groups regularly at standing meetings and prescribe midcourse corrections when necessary.
- Promote the designation and support of executive champions, theme managers, national data set managers, and data stewards to implement responsibilities outlined in OMB Circular A-16 and associated guidance.

MEMBERSHIP

Coordination Group members and alternates are appointed by each FGDC member agency's Senior Agency Official for Geospatial Information (SAOGI), who serves as the agency's FGDC Steering Committee member. Member agencies are identified in Appendix A. A current membership roster will be maintained by the FGDC Secretariat and posted at www.fgdc.gov.

MEMBER RESPONSIBILITIES

Coordination Group members shall advance the development and maintenance of the NSDI and coordination of Federal programs through collaboration and consensus by:

- Regularly attending and participating in monthly Coordination Group and other NSDI related meetings and presenting their agency perspective.
- Providing input to and regular review of, the Coordination Group's work plan, which includes actions, roles, responsibilities, and time lines.
- Ensuring that FGDC actions and activities are communicated to the SAOGIs and other appropriate entities within their respective agencies.
- Working with the SAOGI to identify and utilize other subject matter expertise, including non-geospatial expertise as needed, within their agency to address FGDC actions.

- Working with the SAOGI and agency management to align the appropriate support to develop and sustain the NSDI and NGDA datasets for which they have responsibility under OMB Circular A-16.
- Coordinate agency responses to Coordination Group actions.
- Coordinate the staffing of Subcommittees, Working Groups, and ad hoc teams as needed.

SUBCOMMITTEES

FGDC Subcommittees advise the CG, the NGDA Theme Leads and associated NGDA Dataset Managers. FGDC Subcommittees comprise individuals who represent governmental and non-governmental FGDC-recognized stakeholders for specific types of geospatial data - typically geospatial data associated with NGDA themes specified by [OMB Circular A-16](#). Each Subcommittee focuses on issues that pertain to the completion and lifecycle management of data sets within its associated NGDA theme. The Subcommittees may allow other organizations (e.g., Tribal, Non-Federal, State, County, Local, Academia, and Private Sector) to participate in Subcommittee activities. Although non-Federal participants may engage in Subcommittee discussions and offer information and opinions, their participation is limited to a non-voting role. The Subcommittees report to the FGDC Coordination Group on annual basis; however, the Coordination Group may request additional reports as needed.

WORKING GROUPS

FGDC Working Groups advise the CG, the NGDA Theme Leads and associated NGDA Dataset Managers and comprise individuals who represent governmental and non-governmental FGDC-recognized stakeholders that have a common interest in addressing issues that cross-cut or are pertinent to multiple themes (for example, standards and metadata). The Working Group Chair may allow other organizations (e.g., Tribal, Non-Federal, State, County, Local, Academia, and Private Sector) to participate in Working Group activities. Although non-Federal participants may engage in Working Group discussions and offer information and opinions, their participation is limited to a non-voting role. FGDC Working Groups shall report to the Coordination Group on annual basis; however, the Coordination Group may request additional reports as needed.

NGDA THEME LEADS

Per [OMB Circular A-16](#), certain federal agencies have lead responsibilities for coordinating national coverage and stewardship of specific spatial data themes.

NGDA Theme Leads are individuals selected by lead federal agencies who provide leadership and coordination at the NGDA Theme level. They work with NGDA Dataset managers to develop standards and provide guidance.

NGDA Theme Leads shall report on NGDA activities to the Coordination Group on an annual basis, however, the Coordination Group may request additional reports as needed. They shall coordinate with their associated Subcommittees and NGDA Dataset Managers in preparing the report to the CG. They may invite Subcommittee Chairs and NGDA Dataset Managers to co-present the report at the CG meeting.

FGDC SECRETARIAT

The Department of the Interior provides administrative, technical, program and policy support to the Coordination Group through the FGDC Secretariat. The Secretariat's responsibilities in support of the Coordination Group include:

- Providing all logistical support required for scheduling and conducting meetings
- Supporting the development of meeting agendas
- Consolidating and distributing meeting materials and decision documents
- Hosting and maintaining the FGDC website and other collaboration resources
- Communicating FGDC activities to partner agencies and external stakeholders as recommended by the Coordination Group
- Briefing the Coordination Group, the Steering Committee, and Executive Committee on Secretariat, government and other policy relevant activities (either on-going or pending) on a regular and timely basis
- Facilitating collaboration with other interagency councils, initiatives, E-government activities, and external stakeholders as recommended by the Coordination Group
- Providing research and analysis support to the Coordination Group as recommended.

CHAIR

The Coordination Group is chaired by the FGDC Executive Director. At the discretion of the chair, and with concurrence of the Coordination Group, a co-chair may be appointed from within the Coordination Group membership.

MEETINGS AND DECISION MAKING

Regularly scheduled meetings of the FGDC Coordination Group are held monthly, generally the second Tuesday of each month at 9:00 a.m. (ET). The Coordination Group will review and establish the strategic plan and priorities on an annual basis. The Coordination Group may hold additional meetings as needed. Meetings and teleconferences will be announced at least a week in advance and conducted in accordance with a published agenda. Meetings are normally open to all interested parties but may be restricted to Federal participants when necessary. Draft minutes documenting action items and responsibilities will be circulated to all members following the meeting. The meeting announcement and the final minutes will be co-posted within two weeks on the FGDC website (www.fgdc.gov). Members who are unable to attend will send designated alternates.

Decisions may be made at scheduled Coordination Group meetings, during teleconferences, and by electronic ballot, as appropriate. The preferred process for decision-making is by consensus of the members present. If consensus is not reached, the issue may be put to a vote.

A quorum consists of two-thirds of the voting members. A quorum is not required for meetings to take place, but is required for decision-making. A vote may be taken by a voice vote; however, any member may request a roll call vote, the results of which shall be included in the meeting minutes. Once a quorum is achieved, a simple majority of votes determines the outcome. If a quorum is not present, decisions will be tabled until the next regular meeting or another method of making decisions will be implemented. Options may include decision by electronic ballot. An electronic ballot is valid once a quorum is achieved. Decisions made in absence of a quorum may be revisited by the Coordination Group at the first subsequent meeting where a quorum is present.

Votes on standards actions do not require a quorum, but any “no” votes will be addressed by the Standards Working Group prior to advancing the standard. Agencies that do not provide a response to a standards action vote will be considered to have no substantive objections and their vote will be considered as a “yes” vote.

Matters for Coordination Group decision shall be presented to the membership no later than 10 working days prior to the meeting at which they will appear on the agenda. Members or their alternates who cannot attend a meeting may in advance provide their proxy to either of the Co-Chairs. A proxy received in advance of a meeting will count toward the quorum as respects the decisional matter(s) specified in the proxy.

APPROVAL

This Charter shall be reviewed every two years and shall remain in effect until amended or replaced. Any amendments or revisions to the Charter will be posted on the FGDC website (www.fgdc.gov).

FGDC Chair & Date

FGDC Co-Chair & Date

FGDC Coordination Group Charter DRAFT

Appendix A – Membership

All agencies identified in OMB Memorandum M-06-07, “Designation of a Senior Agency Official for Geospatial Information (SAOGI),” and/or in OMB Circular A-16 (Revised August 19, 2002) shall be members of the Coordination Group. SAOGIs may submit requests to the FGDC Chair for sub-agency membership on the Coordination Group. Agencies that are not members of the FGDC may also request membership through the FGDC Chair. Upon acceptance, new members, including sub-agency members, will have the same responsibilities and privileges as other members of the FGDC. However, in some cases, agencies may request to serve as non-voting members. A current membership roster will be maintained by the FGDC Secretariat and posted at www.fgdc.gov. Current member agencies are as follows:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of Treasury
- Department of Veterans Affairs
- Environmental Protection Agency
- Library of Congress
- National Aeronautics and Space Administration
- Social Security Administration
- Agency for International Development
- General Services Administration
- National Archives and Records Administration
- National Science Foundation
- Nuclear Regulatory Commission
- Office of Personnel Management
- Small Business Administration
- Smithsonian Institution
- Tennessee Valley Authority
- *Federal Communications Commission*
- *National Capital Planning Commission*
- (*Non-voting members)*